

THE LOCAL CHURCH AUDIT GUIDE

"We are taking pains to do what is right, not only in the eyes of the Lord,
but also in the eyes of the Church."

"Who then is the wise and faithful steward?"

"Turn in the account of your stewardship."

For Western New York Presbytery Congregations

This booklet is given to you as a service of the Board of Trustees of the Presbytery of Western New York. We hope you will find it useful. If you have suggestions for making it better, please telephone, write, fax or e-mail the Presbytery Business Manager, who can be reached at these numbers and addresses:

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The attorneys on the Board of Trustees tells us we should start with a disclaimer. It is a good lesson to begin this booklet with since all organizations within the Church should be attentive to professional advice given to them.

DISCLAIMER

The Presbytery of Western New York is not responsible for the conduct of local church audits, nor do they provide legal or financial advice to local churches through this booklet. Local churches should seek assistance and advice from their local advisors when specific issues arise. This booklet is provided to you as a service; it should be used to increase knowledge of auditing principles within your local church, including the understanding of why audits should be conducted and the uses to which they can be applied by local church officials.

LOCAL CHURCH AUDIT GUIDE

We will use a question and answer format in presenting the information provided in the following pages. The questions and answers come from the experience of those who have prepared this booklet, who are individuals who serve or have served on local church finance committees and who have been there, done that. Some are professionals in the field of church finance. The questions that follow are questions we ourselves have asked or have been asked by others.

So let's start by learning a little terminology-some definitions. You remember what the Music Man said about being good at selling musical instruments in that musical show named after him: "You gotta know the territory!" Well, let's learn the territory. It's not difficult to explore, and who knows, you might even have some fun getting to know your job better.

Speaking of definitions. just what is an audit?

The *Book of Order* defines an audit as an examination or review of financial statements and records to determine that they present fairly the financial position and results of operation for the period then ended.

It does not, for example, say that an audit must be performed by a professional, or that it must conform to generally accepted auditing standards, or that it must be prefaced by the usual representations and caveats that auditing firms incorporate into their audits.

We conclude that an "audit", as the term is interpreted in the BOO, is meant to be a process that provides reasonable assurance that good stewardship is being used in handling and accounting for the funds and other assets of the local church. For our purposes, the terms "audit" and "full financial review" are interchangeable.

Here is our practical, working definition of an audit for the local church:

A local church audit is an independent evaluation of the financial reports and records and the internal controls of the local church by a qualified person or persons for the purpose of reasonably verifying the reliability of financial reporting, determining whether assets are being safeguarded, and whether the law, the BOO and reasonable policies and procedures are being complied with.

Why in the world would a local church want an audit?

This is a commonly asked question. Believe it or not, there's one set of answers that fits all. And yes, we know that local churches come in all sizes from a handful of members to hundreds or thousands, with every gradation in between. We know, too, that your locations vary from the heart of the inner city to way out in the countryside. And yes, we've heard all kinds of related questions asked about why a local church should have an audit, including---

why a small church with a tiny budget?

and why a big church with lots of controls in place and with a full staff of professional administrators?

and then there's this one-

why waste the time or the money, or both, when everybody knows the church treasurer is as honest as the day is long?

Well, here's the number one reason why (sing to the tune of "Jesus Loves Me"):

"For the *Book of Order* tells me so."

Section G-10.0401 d. of the 2005-6 *Book of Order* makes it *mandatory* that every local church provide "A full financial review of all books and records relating to finances once each year by a public accountant or public accounting firm or a committee of members versed in accounting procedures. Such auditors should not be related to the treasurer (or treasurers). Terminology in this section is meant to provide general guidance and is not intended to require or not require audit procedures or practices as understood within the professional accounting community."

But there are more reasons than that for annual audits. Here are a few:

An annual audit is the best way we know of

- to protect the persons the local church elects to offices of financial responsibility from unwarranted charges of careless or improper handling of funds;
- to build the trust and confidence of the financial supporters of the church in the way their money is being accounted for (trust and confidence lead to improved patterns of financial support);
- to set habits of fiscal responsibility to assure that when there is turnover in personnel there will be continuity in accountability and nothing will fall through the cracks;
- to assure that gifts made to the church with special conditions attached are consistently administered in accordance with the donors' instructions, and thus let donors know their gifts are used as intended;
- to provide checks and balances for sums received and expended.

Conducting an audit is not a symbol of distrust.

It is a mark of responsibility.

It is good stewardship demonstrated for all to see.

It is a message to local church donors that you care about their gifts.

But don't I have to be a fiscal expert to understand local church auditing?

Not on your life!

Local churches all over the Presbyterian world do a great job of fulfilling their responsibilities to make provisions for an annual audit without the benefit of formal training in accounting or fiscal management, whether it's an audit by outside professionals, or whether it's by some person in the congregation with financial knowledge or expertise, or whether it's by the treasurer of a neighboring church.

Like riding a bike, it's a learned skill. And we're here to teach you.

In the definition of a local church audit, what does "independent" mean?

"Independent" means that the auditor must not be subject to control or influence by anyone who has responsibility for the financial accounts and records of the local church. There should not be even the appearance of a relationship that may dilute the perception of the independence of the auditor.

For example,

The treasurer, her husband or cousin should not conduct the audit.

Nor should her best friend.

Persons who handle any of the church funds should not perform the audit.

Nor should the church's pastor.

To be "qualified" to audit a local church must a person be a CPA?

No. There is no requirement that a CPA or other accounting professional must perform a local church audit. This means that it is not necessary to have an audit signed off by a professional who states that the audit was performed in accordance with professional standards for the performance of audits. The keys are that the audit must be performed by a "qualified" person or persons, and that the auditor must be independent.

Who can Perform a local church audit?

Generally, a person who is "qualified" to perform a local church audit will have some experience with accounting principles, such as those gained through bookkeeping, office management or accounting courses. The person must have the time to devote, have the initiative to follow through on asking banks and donors for information verifying financial data and then to complete the reports identified later in this booklet. Sometimes a small local church will agree with another small local church in the same locale to have the treasurer of each audit the other. Often churches have accounting professionals in their congregations who are not serving that church in any of its financial offices who may be willing to perform the audit as a donation of services.

We do have a recommendation about professionals, though. We suggest that churches with annual receipts in excess of about \$300,000 to \$400,000 should seriously consider engaging an outside auditing firm to perform the audit. This is a recommendation and is not binding, but it seems to us to be prudent stewardship since more complexity is involved as receipts and expenditures become larger.

Are there other definitions I should know?

Yes, there are. In particular, persons interested in church finances should know the definitions of "restricted funds" and "designated funds," and how and why each category is accounted for differently in the church's records.

What are restricted funds anyway and why should I care?

Restrictions come about when a donor imposes a stipulation on a gift that limits its use to a specified purpose. If a local church accepts a gift which can be used only for a specified purpose, that gift must be accounted for separately from gifts given to the organization in furtherance of its general purposes, such as money dropped in the plate on Sunday morning. The reason why you should care why it is important to account separately for restricted assets is that if they are used for purposes other than the one (or more) specified, the donor (or an heir of a deceased donor) may be entitled by law to ask for return of the gift, even years later.

Can you give me an example of a restricted gift?

You bet. Suppose member Jane Doe gives \$10,000 (hallelujah!) and simultaneously delivers a letter that her gift is to be used to help buy a new piano. The gift is accepted, the \$10,000 would be a restricted gift to be accounted for in the church's records as a restricted asset. Jane's letter should be kept in the church's financial records and the money spent only to buy a new piano.

Here's a second example. Suppose member Jack Roe gives \$100,000 (thanks, Jack!) and writes to say that his gift is to be invested and the income from it used to buy music for the music program. The \$100,000 is a restricted asset also.

But aren't those two gifts different? One can be spent, the other can't.

Right! While both are restricted assets, the money for the piano is called "temporarily restricted." That means that the donor-imposed stipulation can be fulfilled by the action of the church in deciding to buy that new piano, then doing it. Assets that are "temporarily restricted" can ultimately be spent, though they must be spent for the specified purpose.

The money given by Jack to be *invested* is "permanently restricted," meaning that the full \$100,000 was stipulated by the donor to be held permanently. Note that the income from the gift is to be used only for a specific purpose. To make a [me point, the income is temporarily restricted in that it can be spent by action of the church in deciding to buy music, but the gift itself is permanently restricted. These two types of assets should be reported separately.

Sometimes churches do not refine their accounting records to the point of separately reporting temporarily and permanently restricted assets in financial statements because they don't have enough of either to warrant the time. That works if the records are clear enough to be able to distinguish between what can ultimately be spent and what must be held permanently. Remember that when a gift is accepted subject to a stipulation for use in a particular way, the result is a contract to use it only in that way. Keep the donor stipulations permanently so you will know what the church has contracted to do.

There's another point to remember. The local church cannot change any restriction without the specific consent of the donor, which should be written.

Do how do restricted assets differ from designated assets?

Designated assets are those assets that have been voted by the local church's session to be used for a particular purpose. For example, suppose the board decides this fall to set aside from money on hand the amount of \$5,000 to send five persons next year to an appropriate seminar on making disciples. Following the vote, the \$5,000 should be reported as a "designated" asset.

Because the stipulation for its particular use was made by the church itself, that stipulation (or designation), can be changed by the action of the body that put it in place. There is no other party involved as in the case of the receipt of restricted gifts. Next year, if the board decides the \$5,000 can be better used for some other purpose, such as to buy a new van, for example, it can vote to apply the money for that purpose.

Can you outline just what an audit does?

For starters, an audit should:

- Independently verify the reports of the treasurer(s);
- Follow the money and test how it is treated at different steps;
- Document that donated and earned funds of the congregation have been used as stipulated by the donors.

In addition to tracking the cash through the system, an auditor typically will evaluate:

- Accounting controls (systems that reduce the possibility of loss or errors);
- Segregation of duties (assurances that more than one person is involved in critical steps in handling money so that there can be checks and balances);
- Reasonableness of systems and procedures in the light of all factors, including the size of the church and its budget;
- Adequacy of insurance coverage;

- Systems for retaining and accessing meeting minutes that have financial implications (i.e., Finance Committee, Trustees, Session); and
- Records that show donors' stipulations for the use of gifts made to the local church.

A local church's unique circumstances may suggest that additional steps should be taken. It is important to document the financial processes of your particular local church. Additional steps will be discussed as we move on.

In the next few pages we will take you through the documents you need to examine to accomplish the foregoing.

What about auditing money held by groups within the church?

The audit refers to a full financial review of all books and records relating to finances. That means the church and all its organizations.

Records that must be included in the audit:

- Financial Secretary;
- Church Treasurer;
- Trustees Treasurer;
- Memorial Fund(s) Treasurer (if any);
- Investment or Endowment funds;

All other separate funds or bank accounts maintained by a group using the same tax identification number as the church, including, for example, Pastor's discretionary fund, Youth fund, church school, and others.

The only exception is the Presbyterian Women, which should be audited but may be audited separately.

What kind of information does an auditor need to look at?

The person(s) or the auditing firm must obtain access to the following information and materials:

1. Copies of all the minutes from the finance committee, the trustees, the administrative board, the previous charge conference(s), and the other entities listed on the prior page.
2. Listing of all bank and investment accounts, including the person authorized to sign on each, and including any special use accounts under the control of the pastor(s) and in the name of the church.
3. All financial statements for each month of the year, plus December of the prior year and January of the subsequent year (a fourteen month period).
4. Bank and investment account statements for the same period.
5. Bank reconciliations for that same period.
6. Original books of entry, which will be the general and subsidiary journals; for those books that are computerized, a print-out of all transactions by account for the entire year.
7. All paid invoices, payroll data and files (including 941 's, year-end W-2's, 1099's and transmittal forms), income transmittals and deposit records for the fourteen month period.
8. The Financial Secretary's records and other income records for the same period.

What about confidential information?

The person(s) conducting the audit may obtain access to confidential information and must treat that information accordingly.

The auditor's work papers may contain confidential information. These work papers as well as all financial records should be retained for **at least seven years** in a secure, limited access, storage area.

How is a local church audit conducted?

After the books are closed for the year but before the audit begins, the auditor should prepare confirmation forms for banks, the annual conference, insurance companies and donors. Those confirmations are essential for providing the auditor with independent verification of bank account balances and authorized signatures, monies sent to the annual conference for benevolence funds and special gifts, the coverage level(s) and related premiums for all insurance policies and, on a test basis, donor contributions.

How does the local church auditor get bank confirmations?

For each bank and investment account, the auditor requests the balance as of December 31, and a list of the person(s) authorized to sign on that account.

Addendum III is a standard form for obtaining this information.

How can the auditor get Presbytery remittance confirmations?

The auditor should send a letter to the Presbytery office, Attn Business Manager, requesting confirmation of the amounts received from the church for annual per capita, missions and special offerings. We suggest the request should specify a date by which the information should be returned and that a stamped, addressed return envelope be enclosed.

How in the world can donations be confirmed?

The auditor should randomly sample about one percent of the total number of those who give. We suggest that not more than ten givers need be sampled, but they should be selected randomly. The auditor should make the selections and not suggest that the treasurer or other local church finance officer pick the donors to check. **Addendum IV** seeks to confirm the amounts received from the donor and to identify the period for which the donation is to be booked. Copies of year-end giving statements provided by the local church to donors may be used to facilitate this process.

All these confirmations are an essential piece of the auditing process. Second requests may be required if confirmations are not responded to in a timely fashion. The responses should be addressed directly to the auditor, not to the auditor in care of the church.

How will insurance companies confirm coverage?

After the auditor locates all the policies the local church officials have identified as in effect, the auditor will write a letter or memo to the insurance agent or agents. The names and addresses of the agent should be on the policy information provided by the church. The letter should request the confirmation of the policy number identified in the letter, the level of coverage and the anniversary date and premium. As with all inquiries sent, we recommend specifying a date by which the information should be returned and that a return envelope, addressed and stamped, be enclosed.

How does the actual audit process begin?

When the confirmations are all received, the auditor should be ready to dig in and get to work. A good place to start is with looking at the cash.

What's involved in auditing the cash?

Every category of cash and all other invested funds must be audited at year end: bank and savings accounts, CD's held in the name of the church or the church foundation, and any petty cash accounts held in the office of the church or elsewhere. At this time the auditor must have the list of all bank accounts and person(s) authorized to sign on each, a copy of all the financial statements for each month being audited, and the bank account statements and reconciliations for that same period. Then the steps on the next page should be followed, at a minimum:

- Review the bank confirmations to see that the ending balance as stated by the bank is the same figure used in the December statement, then check to see that the current authorized signers as listed by the bank are the same names listed in church records. If the lists fail to match, inform the treasurer, who should investigate any differences.
- Review all bank reconciliations to see that the beginning balance of one month is the same as the ending balance of the previous month. Note whether the book balance as listed on the bank reconciliation is the same balance presented on the financial statements.
- Pick a month and actually perform a bank reconciliation for each account using the original books of entry, the financial secretary's records and any subsidiary journals. If you find a discrepancy between your reconciliation of the month and the reconciliation provided by the treasurer(s), research the discrepancy to find an explanation or an error.
- The auditor should independently count cash in all petty cash accounts. The count should agree with the books. Review expense types for their appropriate charging to program area or administrative accounts. Ascertain suitability and adherence to policies.

Now that you have the cash all accounted for, we're ready to move on to income and receipts.

What about income and receipts?

Determine if the deposits as listed by the financial secretary and the treasurer match those listed on the bank statement. Verify, on a test basis, the deposits for Sundays during the calendar year using the following procedures:

Test (a random sample, not to exceed 10 times; more if discrepancies are found) the counter's documentation versus the Sunday receipt deposit slips and bank statements. Review original book of entry for correct posting of Sunday deposits.

Using the donor confirmations obtained as outlined above in this booklet, determine whether the amount paid as reported by the donor is the same as

recorded and received by the financial secretary. If there is a difference, research for a timing difference, inaccurate recording or some other explanation.

Review the original books of entry to determine if other income has been recorded accurately (i.e., appropriate account, correct amount, unrestricted or designated vs restricted, etc.). Trace the entries to the financial statements.

Are we done yet?

Not yet. Be patient. It won't be long. First we have to talk about disbursements, payroll records, and even more exciting things!

So, are we ready to get into disbursements?

Yes. It is now time to move to examining disbursements. Here's how:

- Review the Finance Committee, the Charge Conference and other committee minutes, as appropriate, for actions concerning disbursements, including apportionment payments. Reconcile those actions with any actual payments made.
- Test to ensure that all of the disbursements have been properly authorized.
- Review the original books of entry and disbursements journal to ensure that all disbursements have been recorded appropriately.
- For the insurance premium disbursements, check to see whether the amount disbursed is the same as that listed by the insurance company as premiums due. Verify that income designated for special mission purposes has been distributed or allocated accordingly.
- If there is a purchase order system in conjunction with disbursements, note whether the purchase orders have been authorized and approved by the appropriate person(s) and matched against the actual disbursement or invoice.

Ask the local church for the minutes you need. They should be keeping copies in their financial records to make it easier at audit time.

What should be done with payroll and tax records?

Here are the steps needed to check out payroll and tax records:

- Reconcile all payroll with tax records and tax payments made.
- Verify that the appropriate amounts have been reported on the 941s, W-2s and 1099s and that the forms have been transmitted to the federal, state and local tax authorities on a timely basis. Also verify the existence of current W-4s and I-9s for all staff. Remember that the IRS views clergy as an "employee". The church may NOT do Social Security withholding for clergy but can make voluntary income tax withholding pursuant to a W -4 form, at the pastor's request.
- Test that the appropriate amount of taxes has been deducted from the paychecks can be tracked back to the W -4 as submitted by each staff person.
- If the church is not using an accountable reimbursement plan for clergy, or other staff, the appropriate allowances need to be recorded on the W-2 form issued by the church to the clergy. (1099's are not recommended for use with clergy)
- Track the payroll and tax records to the actual disbursements made, and recorded with the original books of entry.
- If irregularities are found in any of the above, research to determine the nature of the error or cause.

Speaking of salaries and payroll, how do we verify that amounts are accurate?

Hey! Glad to know you're still alert. But then, we knew you'd be. Here are the steps:

- Check budgets and/or Presbytery records versus payroll records to verify that correct salaries or rates have been paid.
- If there are tax deferred annuities (403(b)s), Section 125 or other salary reduction agreements, verify existence of signed agreements and proper tax withholding applied.
- Verify pension contributions with the pension board. If there is a salary reduction agreement, review documents for accuracy and verify that agreements have been approved in Charge Conference or Administrative Board minutes.
- Verify that housing allowance resolutions are in place and have been properly applied to reduce clergy's reportable 941 and W-2 income.

Are we ready yet to look at the control system?

Yes. As part of the audit, it is essential that the internal control structure for receipts and disbursements procedures be reviewed regardless of the size of the church. The internal control structure is the process that assures the local church's *operational* efficiency and effectiveness, that its financial reporting is reliable, that it is complying with laws, and that its assets are safeguarded. The internal control process should be in place not just on paper but in actual operation.

Areas of concern that should be evaluated include:

1. Segregation of duties.

- It is important that duties be segregated among two or more persons, if possible. We understand that in very small churches this may be difficult, but it is rarely, if ever, impossible. The effort by small churches is to attain

reasonable segregation under all the circumstances. Here are some examples.

- The financial secretary and the church treasurer(s) should not be related. These should be separate offices occupied by different individuals, who are NOT related by blood, marriage or employment relationships.
- The person(s) performing the audit should not be related to either the financial secretary or church treasurer. Also note that at least two persons should count the Sunday morning collections and they should not be related to each other nor should either one be the financial secretary or church treasurer.
- Receipt and disbursement functions should be performed by different people. (This may not be possible in small churches but is desirable.)

2. Authorizations for disbursements.

- The first point is that everyone who approves disbursements must be authorized to do so. The auditor should look for resolutions and action in the minutes of the finance committee and the governing body that address authorizations.
- The check signer should not be the authorizer of expenditures or the person who performs bank reconciliations. The auditor should examine the checks to determine who is signing and compare the results found to bank authorizations.

3. Finance reports.

- Monthly Finance and Treasurers reports should agree with the general ledger and subsidiary journals. Balances as of the first day of each month should be same as the last day of previous month.

4. Other Areas to Check:

- Does the church have at least two counters or a fidelity bonded person for the counting and recording of all offerings. G-10.0401 a.
- Have decisions with financial implications made by church committees and/or the session been appropriately complied with?

- Are authorized signatures with banks up to date and complete?
- Is the correct church employer identification number (EIN) on all accounts?
- Are investments made only by authorized persons?
- Are transactions recorded in the correct year?
- Are checks and cash stored in the church safe, deposited or placed in a bank night depository, and not taken to private homes or elsewhere until deposited?
- Are reports such as Payroll Tax Form 941, W-2s and the like filed with appropriate authorities in a timely manner?
- Are payroll taxes being paid on time?
- Are computer software and data files backed up on a regular basis, and are back-ups kept off the premises?
- Do all appropriate persons have a clear understanding of and is there documentation on church ownership of software and data files?
- Is a current list of the contents of all safety deposit boxes maintained, and is a list of persons with authorized access likewise kept? (The auditor should confirm the contents and confirm with the depository institution the persons authorized to access the box.).
- Are reports from the treasurer, financial secretary and business manager, if any, to the finance committee accurate, timely and complete enough to provide necessary information for the committee to make prudent decisions?
- Is the finance committee providing to the church's governing body (church council, administrative board) sufficient information to allow it to exercise its fiduciary duties; are members of the finance committee and the governing body free to express opinions and to question management when appropriate?
- Are loan documents being read and complied with?
- Is there a current inventory *of* fixed assets? Is it kept current by entry *of* purchases and dispositions? Has the auditor verified the list? Is there a process for control for fixed assets?

Is there a policy on records retention, and if so, is it complied with?

See last page of this manual for guidance

For a really useful audit check-off list with items that get to the nitty-gritty, just take a look at **Addendum I**. You'll like it.

Once these steps have been taken, the auditor should be ready to write an audit report.

Will you explain the auditor's report?

When the audit is complete, the auditor should deliver a written report to the Session or the Finance Committee, with a duplicate copy sent to the Presbytery Office. A copy of the form for the Annual Audit Report is attached as **Addendum II**.

The report should be written and should include at a minimum:

1. Documentation of steps taken;
2. Report of the Annual Audit form (**Addendum II**);
3. Statement of Financial Position (balance sheet);
4. Statement of changes in net assets (statement of activities);
5. Statement of cash flows;
6. Comments, if any, on the reliability of the treasurer's financial reporting;
7. Comments, if any, on insurance policy coverage;
8. Comments, if any, on compliance with donor restrictions on gifts;

When all these steps have been completed, the auditor should review the work done with the church treasurer and financial secretary, endeavor to answer any lingering questions, then consider preparation of the report.

How and when is the Audit Report prepared?

When the audit is complete. The audit is complete when the auditor is reasonably assured that the financial records are in order, financial policies have been complied with and any discrepancies have been investigated and controls have been reviewed. With that assurance, the auditor is ready to prepare the Report of the Annual Audit for the committee on finance and the session. **Addendum II**

Finally, the auditor should offer to meet with the finance committee to discuss the audit report, and should assure that the audit report, with any responses the finance committee may choose to add, is delivered to the charge conference.

Is the auditor's work finished yet?

Once the auditor has delivered the audit to the session with responses of the finance committee, the audit process is finished. One final word of caution, though. If the auditor meets with either the finance committee or the session, be aware of G-1-.0201 of the *Book of Order*. Although session meetings generally must be open to all, discussions with accountants and matters involving personnel issues may be held in executive session if confidential information is likely to be disclosed. An example would be if there is suspicion that someone has made off with church assets. Suspicions should not be discussed in open meetings. Executive meetings will include only the members of the session, plus any invited guests, such as the auditor or the church's legal advisor.

And now the audit is finished until the same time next year.

We hope that conducting this local church audit has been a pleasant experience for you and for the local church. Remember, auditors, you are there to help, just as the Internal Audit Department is available to help you if you get in a bind while you're doing the audit. Our phone number is on page 1 of this workbook.

Please don't hesitate to use it.

This is the end.

Thanks for sticking with us.

It has been a pleasure to serve you.

CHECK OFF LIST

_____ Presbyterian Church Financial Audit

Date _____

Committee Members (Sig:nature)

CASH

Bank Accounts in Church's name:

Month Checked	Bank Account #	Beginning and Ending Balances Checked	Confirmation Received from Bank	Balanced Monthly?	Date Completed	Initials

BANK & INVESTMENT

- Verification of account signatories
- Verification of telephone or other transfer
- Safe deposit box access checked

Account balances confirmed by Bank

Name _____ Confirmation Sent & Returned

Name _____ Confirmation Sent & Returned

Name _____ Confirmation Sent & Returned

Name _____ Confirmation Sent & Returned

INCOME

- Two unrelated persons counting
- Timely deposit of funds
- Transmittals checked against deposits
- Transmittals checked against postings to GL
- Verification other income processes
- Designated funds directed to restricted accounts
- Pledges recorded on donor records
- Conflrmations sent to donors
#sent (Keep a list) _____ #returned _____
- Differences researched & cleared Initials _____

PLEDGES

	Date Completed	Initials
Finance Secretary records reviewed		
Finance Secretary records agree with general ledger		

DISBURSEMENTS

	Date Completed	Initials
Invoices properly approved		
Check number and date noted		
Purchase order system, if applicable, working Accounts to charge noted on invoice		
Any invoices to vendors over 30 days in arrears Apportionments paid per board direction Interest & service charges recorded Verification of checks at random		
General Ledger balances equal daily transaction Are restricted gifts kept in separate account		
Procedure in place to distribute gifts on a regular basis Designated gifts paid out timely		

REPORTS

	Date Completed	Initials
Do reports provide complete picture		
Are reports helpful to committee members		
Do reports include approved budget		
Over budget expenditure approvals in order		
Are there controls for over expenditures		
Policies for Restricted Funds reviewed		
Restricted Funds used according to policy		
Regular reports on pledge giving totals to finance committee		

GENERAL LEDGER

	Date Completed	Initials
Appropriate separation of restricted funds		
Internal controls for receipts reviewed		
Internal controls for disbursements reviewed		
Other asset accounts reviewed (equipment, buildings, contracts, etc.)		
Accounts Payable reviewed		
Accounts Receivable reviewed		
Prepaid Expense account reviewed		
Unearned Income account reviewed		
Fund Balance from prior year correct		
Correct Fund Balance carried into next year		

ADMINISTRATIVE

	Date Completed	Initials
Church has Employer Identification Number		
File for EIN & tax filings safeguarded		
Incorporation papers are safeguarded		
Deed to church property and/or mortgage are safeguarded		
Insurance policies are safeguarded		
Prior year insurance policies are safeguarded		
Does church have separate bond for persons handling money		

PAYROLL

	Date Completed	Initials
Personnel files kept by individual		
Personnel files safeguarded and confidential		
Salaries paid according to approval		
Tax. forms issued to clergy persons, employed persons & government		
Payroll tax. deposits made and timely remittances to government		
Time sheets filed and approved (not by treasurer)		
Employer benefits paid and current		
Are there any salary reduction plans in effect		
Did proper board/committee approve and is written documentation in file		
Verification of amount paid to persons on contract/ honorarium		
Proper approvals for persons paid on contract/ honorarium		
1099s filed for over \$600 paid on contract		

Other: (list)

	Date Completed	Initials

Instructions to the Report of the Annual Audit

The auditor needs to prepare this report for Session and Presbytery. In addition, the auditor should prepare a report on the church's accounting control system and recommend any improvements to the Session. In order to complete this report, the auditor will need last year's completed report (if this form was not used, obtain whatever form/report that was used) and the current year's general ledger(s). This annual report should include all funds maintained by the financial officer(s) of the church.

Instructions for Part I - Receipts, Disbursements and Balances:

Note: All figures are rounded to the nearest dollar.

Column a: Enter ending balances from previous year's report. Remember that last year's ending balances at 12/31/2004 should be the same as the current year's beginning balances at 1/1/2005

Column b: Enter the cash received and recorded for each of the funds (1/1-12/31)

Column c: Enter total disbursements for the period (1/1-12/31).

Column d: Enter any transfers made between the funds (example: Board of Trustees fund makes a transfer to the Building Fund of \$1,000. Enter (\$1,000) on the Board of Trustees line and enter \$1,000 on the Building Fund line).

Column e: Enter the sum of column "a", plus column "b", plus or minus column "d", to equal column "e". The figures in this column should tie to the ending balances in the general ledger. If they do not, analyze any differences and make adjusting Journal entries/transfers) accordingly.

Instructions for Part II & III - Exceptions and Recommendations:

Any exceptions or recommendations should be entered in these sections of the report.

Use additional forms if necessary. When complete, the auditor or Audit Committee Chair needs to sign and date the form.

Report of the Annual Audit

The Session is required to make provision for an annual financial review of the records of all the financial officers (including the financial secretary or church business manager and treasurers) of the church and all its organizations and shall report to the Session. Guidelines for accountability for funds can be found in the *Book of Order*, and in consultation with your presbytery.

For the period January 1, _____, and ending December 31, _____.

RECEIPTS, DISBURSEMENTS, AND BALANCES (Round to nearest dollar.)

LOCAL CHURCH FUNDS (Use those applicable to your Church.)	(a) Balance at Beginning of Period	(b) Cash Received and Recorded	(c) Total Disbursements for Period	(d) Transfers + (-)	(e) Balance End of Period
General Fund					
Benevolence Fund					
Church School					
Presbyterian Women					
Youth Ministries					
Presbyterian Men					
Building or Improvement Fund					
Other Funds or Organizations Name:					
Name:					
Name:					
Name:					
Total Amount of cash in <i>all</i> treasuries of the church					

REPORT OF THE ANNUAL AUDIT CONTINUED

II. RECOMMENDATIONS

III. The Auditors/Auditing Committee (circle one) has examined the accounts listed on the front side; reviewed procedures of counting and accounting; has reconciled receipts and disbursements with bank deposits and bank balances; and has found the balances displayed to be correct, procedures proper, and records properly kept, except as noted below.

Signed: _____

Auditor or Auditing Committee Chair

Date: _____

Addendum III

**STANDARD FORM TO CONFIRM ACCOUNT
BALANCE INFORMATION WITH FINANCIAL INSTITUTIONS**

Original

To be mailed to banking institution for return to accountant

Customer Name : First Presbyterian Church, address

Financial Institution: (HSBC Bank or M&T or whatever bank you use at your branch address)

[] We have provided to our accountants the following information as of the close of business on December 31, _____, regarding our deposit and loan balances. Please confirm the accuracy of the information, noting any exceptions to the information provided. If the balances have been left blank, please complete this form by furnishing the balance in the appropriate space below. Although we do not request nor expect you to conduct a comprehensive, detailed search of your records, if during the process of completing this confirmation additional information about other deposit and loan accounts we may have with you comes to your attention, please include such information below

[] Please use the enclosed prepaid envelope to return the form directly to our accountant..

1. At the close of business on the date listed above, our records indicated the following deposit account balance(s):

Account **Name** _____

Account Number _____

Interest Rate _____

Balance _____

2. We were directly liable to the financial institution for loans at the close of business on the date listed above as follows:

Account Number/Description _____

Balance \$ _____

Date Due _____

Interest Rate _____

Date Through Which Interest is Paid _____

Description of Collateral _____

Customer's Authorized Signature _____

Date _____

The information presented above by the customer is in agreement with our records. Although we have not conducted a comprehensive, detailed search of our records, no other deposit or loan accounts have come to our attention except as noted below:

Financial Institution Authorized Signature _____

Title _____

Date _____

Exceptions and/or Comments _____

Please return this form directly to our accountants: List your accountant or person doing review here

Local Church Audit Guide
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Addendum IV

(Organization's Letterhead)

January 14, 20XX

William Jones
123 Main Street
Anytown, NY 14200

Dear Mr. Jones:

In connection with an examination of our accounts, [either outside firm or auditor's name] desire confirmation of your donation to [Insert recipient organization's name] as of December 31, 20XX.

Donation(s) in the Amount of \$ - _____ list any restrictions here.

If the above information is consistent with your records, please sign the confirmation below and return it directly to [auditors address, not to the church]. If your records do not confirm the above information, please note your exceptions below. A post-paid business envelope is enclosed for your convenience in replying.

Thank you.

[auditor name - ie Karen Taylor], Auditor

Name _____

Date _____

Exceptions, if any: _____



SALMON BEACH & ASSOCIATES, PLLC

Certified Public Accountants & Consultants

RECORDS RETENTION SCHEDULE

	<u>Retention Period</u>
Accident reports/claims (settled cases).....	7 yrs.
Accounts payable ledgers & schedules.....	7 yrs.
Accounts receivable ledgers & schedules.....	7 yrs.
Audit reports.....	Permanently
Bank reconciliations	2 yrs.
Bank statements	3 yrs.
Capital stock & bond records: ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc	Permanently
Cash books	Permanently
Charts of accounts	Permanently
Checks (canceled – see exception below).....	7 yrs.
Checks (canceled for important payments – i.e., taxes, purchases of property, special contracts, etc. Checks should be filed with the papers pertaining to the underlying transaction.).....	Permanently
Contracts, mortgages, notes, & leases (expired)	7 yrs.
Contracts, mortgages, notes, & leases (still in effect)	Permanently
Correspondence (general)	2 yrs.
Correspondence (legal & important matters only) ..	Permanently
Correspondence (routine) with customers and/or vendors	2 yrs.
Deeds, mortgages, & bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 yrs.
Employment applications	3 yrs.
Expense analyses/expense distribution schedules	7 yrs.
Financial statements (year-end, other optional)	Permanently
Garnishments	7 yrs.
General/private ledgers, year-end trial balance	Permanently
Insurance policies (expired).....	3 yrs.
Insurance records, current accident reports, claims, policies, etc	Permanently
Internal audit reports (longer retention periods may be desirable).....	3 yrs.
Internal reports (miscellaneous).....	3 yrs.
Inventories of products, materials, & supplies	7 yrs.
Invoices (to customers, from vendors).....	7 yrs.
Journals	Permanently

	<u>Retention Period</u>
Minute books of directors, stockholders, bylaws, & charter	Permanently
Notes receivable ledgers & schedules	7 yrs.
Option records (expired)	7 yrs.
Patents & related papers	Permanently
Payroll records & summaries	7 yrs.
Personnel files (terminated)	7 yrs.
Petty cash vouchers	3 yrs.
Physical inventory tags	3 yrs.
Plant cost ledgers	7 yrs.
Property appraisals by outside appraisers.....	Permanently
Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, & plans	Permanently
Purchase orders (except purchasing department copy)	1 yr.
Purchase orders (purchasing department copy)	7 yrs.
Receiving sheets	1 yr.
Retirement & pension records	Permanently
Requisitions	1 yr.
Sales commission reports	3 yrs.
Sales records	7 yrs.
Scrap & salvage records (inventories, sales, etc.) ...	7 yrs.
Stenographers' notebooks	1 yr.
Stocks & bonds certificates (canceled).....	7 yrs.
Stockroom withdrawal forms	1 yr.
Subsidiary ledgers	7 yrs.
Tax returns & worksheets, revenue agents' reports, & other documents relating to determination of income tax liability	Permanently
Time books/cards	7 yrs.
Trademark registrations & copyrights.....	Permanently
Training manuals	Permanently
Union agreements	Permanently
Voucher register & schedules	7 yrs.
Vouchers for payments to vendors, employees, etc. (includes allowances & reimbursement of employees, officers, etc., for travel & entertainment expenses)	7 yrs.
Withholding tax statements	7 yrs.

The retention period is the number of years from the date the tax return was filed.

All material presented is for general information only and should not be acted upon without professional assistance.

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